

Maury County Parks & Recreation Event Proposal Kit

Thank you for considering Maury County Parks and Recreation for your event. The Lease Agreement is a request to use the facilities, and is subject to approval.

Please read over all documents, complete, sign and return:

- **Acknowledgement**
- **Event Application**
- **Facility Lease Agreement**

Please retain for your information and records:

- **Facility Lease Policy**
- **Facility Lease Procedure**
- **Park Rules**

If you have any questions, or if we can be of further assistance, please contact Michelle at the Maury County Parks & Recreation offices between the hours of 8:00am and 4:30pm Monday through Friday via phone at (931) 375-6102, fax at (931) 375-6119, or e-mail at mkenley@maurycounty-tn.gov.

**All Maury County Parks & Recreation facilities will close at 9 pm,
including the Baker Building.**

ANNUAL EVENT CONTRACTS MUST BE SUBMITTED IN OCTOBER

Facility Lease Procedure

Persons or Groups interested in leasing Maury County Parks and Recreation facilities agree to abide by the following procedures:

- Request an Event Proposal Kit from the Maury County Parks & Recreation office located at 1018 Maury County Park Drive, Columbia, TN 38401, telephone (931) 375-6102 or fax (931) 375-6119.
- Read the Policies, Procedures, and Park Rules.
- Complete and submit the Acknowledgement, Event Application and Facility Lease Agreement one month prior to the event date. Please give details, such as schedules and event maps if applicable.
- When applicable the Lessee will provide appropriate documentation of non-profit status to Maury County Parks & Recreation.
- Upon approval of the event, the lessee will be notified.
- All attempts to notify and notification will be documented on the event proposal.
- Upon approval of the event, the lessee will submit copies of all intended advertisements.
- When applicable, Lessees proposing small events to which the **PUBLIC AT LARGE** is invited (**less than 25,000 attending**) are required to furnish a **minimum of \$1,000,000.00 liability coverage and minimum \$100,000.00 property damage coverage**. A certificate of insurance must be received by Maury County Parks & Recreation at least 48 hours prior to the event.
- When applicable, Lessees proposing large events to which the **PUBLIC AT LARGE** is invited (**25,000 or more attending**) are required to furnish a **minimum of \$2,000,000.00 liability coverage and minimum \$200,000.00 property damage coverage**. A certificate of insurance must be received by Maury County Parks & Recreation at least 48 hours prior to the event.
- All facility use fees owed to the Maury County Parks & Recreation must be received no later than 48 hours prior to the event and all fees are non-refundable.
- In the event an individual wishes to have fees waived they must indicate this on the application and must have it approved by the director.
- Lessee will submit, if necessary, to a post event walk-through of the premises. The walk-through will be performed by and signed off on by a Maury County Parks and Recreation Employee and/or the Park Ranger.
- Any property remaining on the premises after post-event cleanup or property which has not been claimed by the Lessee 10 (ten) days post-event shall be deemed abandoned by the Lessee.
- Any matters, not expressly covered by the Policies and Procedures, Park Rules or Facility Lease Agreement shall be determined by the Director's discretion.
- **Commercial/for-profit leasing of Maury County Park & Recreation facilities is forbidden.**

Facility Lease Policy

- The Maury County Park Board Commission reserves the right to reject any request for non-commercial/non-profit leasing of Maury County Park & Recreation facilities.
- Request to lease Maury County Parks & Recreation facilities must be made according to the Facility Lease Procedure and using the forms provided by Maury County Parks & Recreation. All forms must be complete and all information must be accurate.
- **Insurance:** All Lessees of Maury County Parks & Recreation facilities using vendors, charging an entry, or participation fee, charging a fee for admission, parking, or inviting the public at large will furnish a Certificate of Insurance listing Maury County Parks & Recreation as an additional insured.
 - Lessees proposing small events to which the **PUBLIC AT LARGE** is invited (**less than 25,000 attending**) are required to furnish a **minimum of \$1,000,000.00 liability coverage and minimum \$100,000.00 property damage coverage**. A certificate of insurance must be received by Maury County Parks & Recreation 48 hours prior to the event.
 - Lessees proposing large events to which the **PUBLIC AT LARGE** is invited (**25,000 or more attending**) are required to furnish a **minimum of \$2,000,000.00 liability coverage and minimum \$200,000.00 property damage coverage**. A certificate of insurance must be received by Maury County Parks & Recreation 48 hours prior to the event.
- All facility use fees owed to the Maury County Parks & Recreation must be received 48 hours prior to the event and are non-refundable.
- Lessee will submit a printed or digital copy to Maury County Parks & Recreation of all advertising materials prior to release.
- Lessee agrees that all persons connected with Lessee occupancy and use of premises under this agreement shall abide by, conform to, and comply with all the laws of the United States, and the State of Tennessee, and all the ordinances and policies of Maury County, Tennessee, and all Maury County Parks & Recreation Ordinances, Rules, and Regulations and Policies.
- Event security is the responsibility of the Lessee.
- Event parking is the responsibility of the Lessee.
- Event set-up is the responsibility of the Lessee.
- Event clean-up is the responsibility of the Lessee.
- Lessee will, if deemed necessary, submit to a post event walk-through of the premises. The walk-through will be performed by and signed off on by a Maury County Parks & Recreation employee or the Park Ranger.
- Any property brought onto the premises by the Lessee is the sole responsibility of the Lessee.
- Any property remaining on the premises after post-event cleanup or property which has not been claimed by the Lessee 10 (ten) days post-event shall be deemed abandoned by the Lessee.
- Maury County Park Board Commission Members and Maury County Parks & Recreation employees and a guest may choose to attend events (at no charge.) This pertains to events which are open to the public.
- Maury County Parks and Recreation reserves the right to terminate the Facility Lease Agreement at any time the lessee fails to satisfy any/all the conditions or requirements of the Agreement.

Maury County Parks & Recreation

Park Rules

Summer Park Hours 8 am – 9 pm

Winter Park Hours 8 am – 5 pm

Please note this is a brief overview of the Maury County Parks & Recreation Park Rules - a complete list is available upon request.

• No alcohol allowed on county property	• No drugs allowed on county property
• No tobacco use in county park buildings	• No firearms/weapons allowed on county property
• No explosives/fireworks allowed in parks	• Visitors must observe the 15mph speed limit in all county parks
• All pets must remain on a leash while in the parks	• No pets allowed in spectator areas (stadium, fields, arenas)
• All children must be accompanied by an adult	• All signage must be removed from county property immediately after events
• No materials (signs, decoration, lighting) may be stapled, nailed, screwed or in any way permanently or semi-permanently attached to county property	• All vehicles must remain in designated areas
• All fees are nonrefundable	• Maury County Park Board Commission Members and Maury County Parks & Recreation employees and their guest may choose to attend events held in Maury County Parks at no charge. This pertains to events which are open to the public.

IMPORTANT NUMBERS

For weekend maintenance & repair issues:
(between 8:00am - 2:30pm)

For weekend non-emergency issues:

Andy Hartman: **931-626-0143**
Greg Boyd: **931-698-1662**

Park Ranger: **931-626-0244**
Sheriff Dispatch: **931-388-5151**

All other issues:

The Park Office is open Monday through Friday from 8:00am until 4:30pm

Main Line: **931-375-6101**
Secretary: **931-375-6102**

Parks Supervisor: **931-698-1771**
Parks Director: **931-626-0236**

IN CASE OF AN EMERGENCY - DIAL 911

Acknowledgement

By signing below I state I have read and understand the Maury County Parks & Recreation Facility Lease Policy, Facility Lease Procedure and the Park Rules:

Signature: _____

Print Name: _____

Date: _____

Event Application

Applications must be submitted one month prior to date of event and must be approved by the Director of Maury County Parks & Recreation.

___ In book	Notes: _____
___ Fees paid	_____
___ Insurance	_____

EVENT 1

Begin Date: _____ End Date: _____
(Including set-up) (Including clean-up)

EVENT 2

Begin Date: _____ End Date: _____
(Including set-up) (Including clean-up)

EVENT 3

Begin Date: _____ End Date: _____
(Including set-up) (Including clean-up)

EVENT 4

Begin Date: _____ End Date: _____
(Including set-up) (Including clean-up)

Lessee (Person or Group responsible for Event): _____

Phone number: Day _____ Evening _____

Address: _____

Email: _____

Name of Event: _____

Where will the event be held? _____

Event description: _____

Expected attendance* _____

*If attendance is expected to be 600 or more, a Mass Gathering Permit must be completed. For more information on Mass Gathering Permits, log onto www.maurycountyoem.com and click on the link *County Mass Gathering Permit* or call (931) 375-1001.

Will a Parks & Recreation Concession Stand be used? _____

Will Venders be participating? _____ If yes, how many venders are expected? _____

What type venders (check all applicable?)

_____ Food

_____ Demonstrators

_____ Games

_____ Craft

_____ Art

_____ Other _____

Will Venders be charged a fee? _____

Fee amount \$ _____

Is the Public invited? _____

Will the Public be charged an attendance fee? _____

Attendance fee \$ _____

How will the event be advertised?

_____ Radio

_____ Posters

_____ Television

_____ News Papers

_____ Flyers

_____ Other _____

***NOTE: If MCP&R is a partner/sponsor for your event, please list on all marketing materials**

Application Fee Schedule

Insurance: Please see the Facility Lease Policy for the insurance requirements. **Fees:** All fees are non-refundable and non-transferrable.
Exceptions are made on a case-by-case basis and at the discretion of Maury County Parks & Recreation.

Buildings & Pavilions

The fee charged pertains to use of the buildings only. Events requiring more than 24-hour pre-event setup and or 24-hour post-event cleanup are subject to an additional \$15.00 per night charge.

_____ Baker Building: \$75.00 a day*	_____ Pavilions/Shelters \$30.00 per day _____
_____ Exhibit Building: \$35.00 a day	_____ Parks Office Conference Room \$35.00 weekday evenings
_____ Log Cabin: \$75.00 a day*	\$65.00 weekends – approved times
_____ Other _____	

~~ Any other area utilized has no fee attached, but should be listed on front of application ~~

Barns and Arenas

Post event clean up and removal of waste/shavings is the responsibility of the Lessee and must be completed within 12 hours post event. This includes all stalls used during the event.

_____ Walking Horse Arena: \$100.00 day only (no lights)
_____ Walking Horse Arena: \$225.00 day and or night (lights)
_____ Show Arena: \$100.00 day only (no lights)
_____ Show Arena: \$225.00 day and or night (lights)
_____ Skillington Livestock Barn: \$100.00 a day
_____ Skillington Livestock Barn: \$135.00 a day (lights)
_____ Stall Barns: \$60.00 (large) a day per-barn
_____ Stall Barns: \$30.00 (small) a day

Fairgrounds

The fee charged pertains to the fairgrounds only. Maury County Parks and Recreation is not responsible for and cannot provide tents, awnings, tables, chairs. Post event clean up and removal of waste/shavings is the responsibility of the Lessee and must be completed within 12 hours post event. This includes all stalls used during the event.

_____ Fairgrounds: \$150.00 a day

Athletic Fields

Lessee will not mark fields. No Lines, Logos, Number, etc.

Cleanup after the game/ event is the responsibility of the Lessee and must be completed immediately post- event.

_____ Babe Ruth Field: \$150.00 a day per tournament /\$25.00 a game per seasonal play.
_____ Football Stadium: \$200.00 a day or 15% of the gate - whichever is greater.

Concession Stands

See Concession Contract.

FOR OFFICE USE ONLY:

Date of Event _____	Date of Event _____	Date of Event _____	Date of Event _____
Facility fees: \$ _____	Facility fees: \$ _____	Facility fees: \$ _____	Facility fees: _____
Other fees: \$ _____	Other fees: \$ _____	Other fees: \$ _____	Other fees: _____
Total fees: \$ _____	Total fees: \$ _____	Total fees: \$ _____	Total fees: _____
Rec'd by: _____	Rec'd by: _____	Rec'd by: _____	Rec'd by: _____
Date: _____	Date: _____	Date: _____	Date: _____
Receipt #: _____	Receipt #: _____	Receipt #: _____	Receipt #: _____

Facility Lease Agreement

Lessee releases Maury County Parks & Recreation, its officers, employees and agents and Maury County, Tennessee from personal liability and or any claim growing out of or concerning the making of this agreement. Lessee expressly assumes full responsibility for all persons connected with Lessee's use of Premises, including all its employees, agents, members, invitees, and licensees. Lessee hereby agrees and covenants with the Maury County Park Board Commission to abide by the following:

- Lessee agrees that all persons connected with Lessee occupancy and use of premises under this Agreement shall abide by, conform to, and comply with all the laws of the United States, and the State of Tennessee, and all the ordinances and policies of Maury County, Tennessee, and all Maury County Parks & Recreation ordinances, rules, and regulations.
- The Lessee assumes full responsibility for all damages or destruction to property in the park during the event. This responsibility extends to personal injury as well as property damage on claims made by any group or individual.
- Maury County Parks & Recreation reserves the right to terminate the Agreement at any time if the Lessee fails to satisfy all the conditions or requirements of this Agreement.
- Lessee will submit a printed or digital copy to Maury County Parks & Recreation of all advertising materials prior to release.
- Lessee will, if required, submit a printed post event report, including, but not limited to event name, date of event, where event was held, total number of participants and/or spectators, and list of fees charged and collected.
- All facility use fees owed to the Maury County Parks & Recreation must be received 48 hours prior to the event and are non-refundable.
- When applicable the Lessee will provide appropriate documentation of non-profit status to Maury County Parks & Recreation.
- All required insurance certificates (listing Maury County Parks & Recreation as an Additional Insured) must be received at least 48 hours prior to the event.
- When applicable the 15% gate fee will be paid to Maury County Parks & Recreation no later than 10 (ten) business days following the event.
- All contracted service fees pertaining to the event held in Maury County will be paid in a timely manner.
- Lessee will, if required, submit to a post event walk-through of the premises. The walk-through will be performed by and signed off on by a Maury County Parks & Recreation employee or the Park Ranger.
- Event security is the responsibility of the Lessee.
- Event parking is the responsibility of the Lessee.
- Any property brought onto the premises by the Lessee is the sole responsibility of the Lessee.
- Any property remaining on the premises after post-event cleanup or property which has not been claimed by the Lessee 10 (ten) days post-event shall be deemed abandoned by the Lessee.
- Any matters, not expressly covered by this Agreement or by the Policies and Procedures shall be determined by the Directors discretion.
- Maury County Park Board Commission Members and Maury County Parks & Recreation employees and a guest may choose to attend events (at no charge.) This pertains to events which are open to the public.

By signing below, the Lessee and its agents and assigns hereby agree to abide by the policies, procedures and rules outlined in this Lease Agreement.

Lessee:

Name

Date

Title (if applicable)

Phone #

.....
FOR OFFICE USE ONLY:

By

Date

Title

By

Date

Title